

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

EXECUTIVE HUMAN RESOURCES OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future human resources management positions that perform advanced professional level work in the Department of Administration, Division of Personnel Management (DPM). Positions allocated to this classification series coordinate one or more of the designated significant functional areas within a program division or serve as the assistant manager of one of the major functional areas. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions within the Department of Administration, Division of Personnel Management (DPM) that perform professional work in a human resources program as 1) policy coordinator for one or more significant program areas, working on enterprise (i.e., state-wide) policy interpretation, formulation, implementation and evaluations or (2) as the supervisor and program coordinator for a specific HR functional area, coordinating policy and managing staff for that area.

Employees in this classification frequently guide other staff within the agency. Positions must meet the statutory definition of confidential, professional and management, as defined in s. 111.81(7), 111.81(15), and (13) Wis. Stats. Positions must meet the statutory definition of supervisor, as defined in 111.81(19), Wis. Stats, if the position is part of the supervisor and program coordinator allocation.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the definition of confidential, professional, and management under s. 111.81(7), (15) and (13), Wis. Stats.
2. Positions not located within the Department of Administration, Division of Personnel Management and positions within the Division of Personnel Management that don't perform work that, for a majority of time, has a state-wide impact.
3. Positions that perform labor relations (i.e., grievances, arbitration, labor management meetings, etc.); employee assistance; affirmative action and/or equal employment opportunity a majority of time and are more appropriately classified by other classification specifications.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITIONS

EXECUTIVE HUMAN RESOURCES OFFICER

This classification encompasses positions within the Department of Administration, Division of Personnel Management (DPM) that perform professional work in a human resources program. Positions allocated to this classification function as a coordinator of a significant functional area within one of the human resources program areas or coordinate policy issues pertinent to a functional area, that have an enterprise (i.e., state-wide) impact within the Division of Personnel Management. Positions in this classification are differentiated from the Executive Human Resources Specialist - Advanced by having responsibility for coordination of one of the following designated significant functional areas (e.g. labor relations, classification, compensation, staffing) within the Bureau of Compensation and Labor Relations or Bureau of Merit Recruitment and Selection or serve as the coordinator of one of the major functional program areas as either a (1) Policy Coordinator or (2) Supervisor/Program Coordinator, as defined below:

(1) Positions functioning as a Policy Coordinator will coordinate policy development and implementation for a major functional area working on Enterprise-wide interpretation; coordinate training within program areas and serve as a technical expert of the program area assigned. Policy coordinators may lead subordinate staff, but positions are not required to be formally designated as a supervisor in order to be correctly classified as an Executive Human Resources Program Officer

(2) Positions functioning as a Supervisor/Program Coordinator will be responsible for supervising functional area staff (e.g. labor relations, classification, compensation, staffing) and coordinating policy development and implementation for enterprise-wide work in such functional areas as labor relations, classification, compensation, staffing, etc. Positions in this allocation pattern must be designated as supervisors.

Representative Position:

Policy Coordinator, Bureau of Merit Recruitment and Selection: Coordination of staff activities for policy development within the staffing functional area. Assignments frequently cross bureau lines, have statewide, long-term impact and require extensive knowledge of the Wisconsin civil service system, laws and procedures; federal employment laws; agency philosophy and management priorities to ensure the intent of the civil service law is carried out while advancing innovative approaches to problem solving. This position performs quality assurance of bureau training programs, provides consultation and technical assistance to other human resources professionals, and functions as a management representative within the bureau.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

Phase I of the Human Resources Personnel Management Survey resulted in creation of this classification to describe positions that were formerly allocated to the Personnel Specialist or Personnel Administrative Officer classifications, as announced in Bulletin CC/SC-77. Phase II of the survey assigned this classification to the broadband pay structure, effective March 12, 2000, as announced in Bulletin CLR/SC-109. The specification was modified effective July 2, 2000 to add allocations for the coordinator of classification and the supervisor of the staffing functional areas and announced in Bulletin CLR/SC-115. It was again modified effective December 2, 2001 to clarify language for the entrance into this classification and announced in Bulletin CLR/SC-135. Further modification was effective October 5, 2003 and announced in Bulletin OSER-0003-MRS/SC for DMRS to change the name from Department of Employment Relations to Office of State Employment Relations. The modification effective January 8, 2006, was announced in Bulletin OSER-0087-MRS/SC to reflect the combination of the classification and staffing functional areas and to remove reference to the position responsible for oversight of the Outreach Services section as the result of a reorganization that provided Outreach Services with bureau status.

This classification specification was updated on August 9, 2015, and announced in Bulletin DPM-0404-SC/CC to update the representative position and to add allocation patterns.

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